

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 974-1629

2014 Budget School Information for Review Purposes

Please mail this completed form and the requested information to your Field Representative within two days after the adoption meeting.

School Name:	_____	County:	_____
Contact Person:	_____	Title:	_____
Telephone:	_____	Fax:	_____
Mailing Address:	_____		

- I. **Excessive levy appeal** for increased transportation costs– must be filed directly with the Indianapolis office of the Department of Local Government Finance. Last date to file is Oct. 21st, 2013.
- II. **Budget Forms – Must be submitted via Gateway for 2013 pay 2014**
- ☐ Prescribed Budget Forms 1, 2, and 4B for each fund, plus forms 3, 4, and 4A
 - ☐ Current Year Financial Worksheet (formerly line 2 Worksheet)
 - ___ include a copy of any appropriation reduction resolution, if applicable
 - ☐ Debt Service Worksheet(s)
 - ☐ Proofs of Publication
 - ___ Budget Hearing/Adoption
 - ___ CPF Hearing (if published separate)
 - ___ CPF Notice of Adoption
 - ___ Bus Replacement Plan Hearing (if published separate)

Forms – Need to be submitted via U.S. mail

- ☐ Encumbrance information from 2012 (See Form 9 for July – Dec. 2012)
- ☐ DOE Form 9 for July – Dec 2012
- ☐ DOE Form 9 for Jan – June 2013

Additional information required to be mailed

- ☐ 2014 CPF Plan, which shall include
 - ___ Summary page for the CPF Plan
 - ___ Notice of Adoption (originals)
 - ___ Resolution adopting the Plan
 - ___ Certificate of No Remonstrance from County Auditor
- ☐ 2014 Bus Replacement Plan
 - ___ Enclose all sections (1, 2,& 3 of the Plan)
 - ___ Resolution adopting the Plan
- ☐ Amortization and/or lease rental schedules, plus lease rental affidavits
- ☐ Actual temporary loan interest for the last half of the current year
- ☐ Unreimbursed textbooks amount with supplemental report if higher than certified by DOE

- III. Neutrality resolution for Pension debt, if applicable
- IV. Neutrality option for reduced pension debt neutrality for 2014
- VI. Copy of School Board Resolution requesting fixed rate, cap, levy, combination fixed rate, etc. (if applicable)
- VII. If you expect CPF budget cuts, please submit a priority cut list
- VIII. If you have new debt, please include newspaper affidavit of Notice/Intent to Incur Debt, Resolution to Incur Debt and Final Amortization Schedule. These can be uploaded directly into the Debt Management application of Gateway
- IX. Statement of proposed levies and rates submitted to the County Auditor no later than September 3rd.
- X. Other information the DLGF needs to prepare preliminary budget (ie: Debt restructuring, Petition for an adjustment to the Bus Replacement levy, etc)